

Cerro Gordo Co.

Teamsters #238 (Sheriff)

7/1/2005 6/30/2010

AGREEMENT

between

CERRO GORDO COUNTY
(SHERIFF'S DEPARTMENT)

and

TEAMSTERS LOCAL UNION NO. 650

7-1-2005 - 6-30-2010

INDEX

<u>Article</u>	<u>Item</u>	<u>Page Number</u>
1	Agreement -----	1
2	Recognition -----	1
3	Grievance Procedure -----	2
4	Seniority and Layoff -----	5
5	Definition of Workweek and Hours of Work --	8
6	Wages and Fringe Benefits -----	11
7	Health and Safety -----	16
8	Check-off -----	17
9	Funeral Leave -----	17
10	Miscellaneous -----	18
11	Insurance -----	20
12	Flexible Benefits Plan -----	21
13	Definitions -----	22

Appendix "A" - Wage Schedule 2005-2010

ARTICLE 1: AGREEMENT

1.01 - Agreement

This Agreement made and entered into this 14th day of June, 2005, at Mason City, Iowa, pursuant to the provisions of Chapter 20 of the Iowa Code, by and between the County of Cerro Gordo (hereinafter referred to as the "Employer") and the Teamsters Local Union No. 650, Mason City, Iowa, (hereinafter referred to as the "Union").

ARTICLE 2: RECOGNITION

2.01 - Recognition

The County of Cerro Gordo recognizes the Union as the exclusive collective bargaining agent for the employees of the Cerro Gordo County Sheriff's Department. As set out in the Order of Certification from the Public Employment Relations Board, Case No. 2496:

INCLUDED: All full-time and regular part-time employees of the Sheriff's Department.

EXCLUDED: Confidential, supervisory and others excluded by Section 4 of the Act.

2.02 - Bulletin Board

The Union shall have the right to the joint use of the bulletin board in the dispatcher's office to post such notices as they deem necessary. Only the steward of the department affected shall have the authority to remove from the bulletin board such notices as the Union may post. No political campaign literature or material will be posted on the bulletin board.

2.03 - Union Activity

Authorized agents of the Union shall have access to the Employer's establishment during working hours for the purpose of adjusting disputes, investigation of working conditions, and ascertaining that the agreement is being adhered to, provided, however, that there is no interruption of the Employer's working schedule and each visit is first approved by the Sheriff or supervisory employee of the department.

The Employer further agrees to permit the Union to hold meetings in such county facilities as are mutually agreed upon.

2.04 - Stewards

The Employer recognizes the right of the Union to designate one (1) steward for each shift to handle such Union business as may from time to time be delegated to them by the Union. Stewards have no authority except as authorized by official action of the Union. The Employer recognizes this limitation upon the authority of stewards. The Employer, in so recognizing such limitation, shall have the authority to render proper discipline, including discharge without recourse, to such steward, or stewards, in the event the steward or stewards, have taken action in violation of this Agreement.

2.05 - Time Off For Union Activities

The Employer agrees to grant necessary and reasonable time off, without compensation, to any employee designated by the Union to attend a labor convention or serve in any capacity on other official Union business provided that forty-eight (48) hours advance written notice is given to the Employer by the Union, specifying the length of time the employee will be off. The Union agrees that, in making its request for time off for Union activities, due consideration shall be given to the number of employees affected in order that there be no disruption of the Employer's operation due to a lack of available employees. The Union further agrees that temporary shift reassignments may be necessary to allow this section to be effected.

ARTICLE 3: GRIEVANCE PROCEDURE

3.01 - Definition

For purposes of this Agreement, a grievance shall be defined as a written complaint by an employee or the Union involving an alleged violation of a specific provision of the Agreement, or the interpretation or application of a term of this Agreement.

A grievance shall contain a clear and concise statement of the grievance by indicating the issue involved, the relief sought, the date the alleged violation took place or is alleged to have taken place, and the specific section or sections of the Agreement involved. The grievance shall be presented to the designated supervisor and shall be signed and dated by the employee or the Union, or its representative.

3.02 - Procedure

Any employee having a grievance shall report same to his/her steward, on the grievance forms provided by the Union, within ten (10) days from the date of the alleged occurrence.

Step 1: The aggrieved employee(s) shall meet with the immediate supervisor (with or without his/her Steward) within ten (10) days of the alleged grievance, or within ten (10) days of knowledge of the alleged grievance in an attempt to work out a settlement.

Step 2: In the event that the complaint cannot be resolved by the immediate supervisor, the grievant shall file a written grievance (within ten (10) days of the first step meeting) with the Sheriff. The Sheriff shall review the grievance and set up a meeting with the grievant, the Steward and a representative of the Union within ten (10) days of receipt of the grievance.

The Sheriff shall answer the grievance in writing to the grievant, the Steward and the Local Union within ten (10) days of the meeting.

Step 3: In the event that the grievance is not resolved at this step, the Union shall submit the grievance to the Board of Supervisors. The Board of Supervisors shall set up a meeting with the Sheriff, the grievant, the Steward and a Representative of the Local Union within five (5) days of receipt of the grievance.

The grievance shall be answered by the Board of Supervisors within five (5) days of the meeting, with a copy to the grievant, the Steward and the Local Union.

Step 4: If the parties cannot resolve the matter in Step 3, the parties shall request a panel of arbitrators from the Iowa Public Employment Relations Board. Upon receipt thereof, the aggrieved party shall first strike a name from the list, then the other party shall strike the second name. The parties shall alternate until the last remaining name on the list shall be the neutral arbitrator to whom the grievance shall be submitted for a final and binding decision. The cost of the arbitrator shall be shared equally between the Union and the Employer.

3.03 - Suspension or Discharge

Removal, demotion or suspension of sworn deputy sheriffs shall be governed exclusively by Chapter 341A of the Code of Iowa.

Any dispute involving removal, demotion or suspension of other employees shall be processed under the grievance procedure set out in this Article.

The Employer reserves the right to bring all employees under Chapter 341A of the Code of Iowa.

The Employer agrees to not discharge or suspend any employee without just cause. In respect to a suspension or discharge of an employee, except sworn personnel covered under Chapter 341A, the Employer agrees to give at least one (1) warning notice, in writing, of the complaint against such employee. A copy of the warning shall also be provided to the Union. The written warning notice shall remain in effect for a period of ten (10) months. Two (2) or more written warning notices in one (1) year may be grounds for discharge.

The Union agrees that no written warning notice need be given to an employee before he/she is suspended or discharged if the cause of the suspension or discharge is dishonesty, intoxication or recklessness resulting in serious accident while on duty.

Discharge or suspension must be by written notice to the employee and the Union. Appeal of a discharge or suspension must be made pursuant to the grievance procedure outlined in this Article. This does not apply to employees covered by Chapter 341A.

Any employee, except sworn personnel covered under Chapter 341A, may request an investigation as to his/her discharge or suspension. If an independent third party, mutually agreed upon by both the Employer and Union, finds that said discharged or suspended employee was unjustly discharged or suspended, said discharged or suspended employee shall be reinstated and compensated at his/her usual rate of pay while he/she has been out of work with no loss of seniority or benefits.

3.04 - Probationary Employees Exempted

Employees who have not completed six (6) months of employment shall be considered probationary employees. Probationary employees may be discharged at any time, and for any reason, during the six (6) month probationary period. The discharge of

a probationary employee shall not be subject to the grievance procedure. Probationary employees during their first three (3) months of employment shall not receive any holiday pay for unworked holidays nor any paid sick days.

ARTICLE 4: SENIORITY AND LAYOFF

4.01 - Definition

Employees shall be divided into specific divisions within the bargaining unit:

Division I - Enforcement Personnel

- (a) Civil Process
- (b) Patrol

Division II - Jail Personnel

- A. Jailers/Dispatchers
 - (a) Jailers/Dispatchers (For overtime and vacancy bidding purposes only, jailers/dispatchers will be considered separate divisions unless no one bids for the overtime. Then, at the Employer's discretion, any qualified employee in the division may bid on the overtime.)
- B. Warrant Clerk
- C. Court Officer
- D. Lead Dispatcher/Lead Jailer
 - (a) Lead Dispatcher/Lead Jailer (For overtime purposes only, lead dispatchers/lead jailers will be considered separate divisions.)

Division III - Clerical Personnel

Employee's seniority will be classified as being within either a full-time or part-time classification. Full-time will be defined as employees who regularly work thirty-two (32) hours per week or more.

Preference on hiring, promotion, layoff, and all other seniority privileges are to be determined within the full-time/part-time classification framework.

Seniority shall be determined by the date of original appointment to a permanent position with the Employer. This date shall be used for calculating vacation leave. However, for the purposes of layoff, overtime, shift bidding, and pay rates as defined in Appendix "A," the date assigned to a division shall be the seniority date.

An assignment to a different division (i.e., transferring from Division II -- Jail Personnel to Division I -- Enforcement Personnel) shall result in establishment of a new seniority date for layoff, overtime, and shift bidding within that division. Employees transferring from one division to another shall receive pay at the starting wage rate for the new position. Employees shall not be compensated in any way for prior service to the Employer in another division. Such seniority will be changed only where the employee is separated from service by discharge, resignation or layoff of ten (10) months or more.

4.02 - Layoff Procedure

The parties agree that during the term of this Agreement that if there is a layoff the parties will negotiate the layoff procedure prior to the layoff. Failing to agree upon a layoff procedure within a reasonable time, then and in that event, the matter shall be submitted to an arbitrator for resolution and the arbitrator will be selected as in the grievance procedure under Article 3.

In the event of a layoff, it shall be the responsibility of laid off employees to keep the Employer informed of any change of address and/or telephone number.

In the event of a recall from a layoff, employees will be recalled in the reverse order of layoff. That is, the last employee laid off will be the first employee recalled.

In the event of an employee being recalled, notification by telephone, confirmed by certified letter to the employee shall be given. A copy of the letter, sent by regular mail, shall be forwarded to the Union. Any employee shall lose his/her seniority rights if he/she does not return to work within five (5) calendar days after receipt of said certified letter. An employee may request, and receive, five (5) additional calendar days to return to work provided the request is made in writing, to the Sheriff and before the end of the first five (5) calendar days, as set forth above.

4.03 - Seniority List

The Employer agrees to provide a list, to the Union, of employees, by division and classification, in the order of their seniority. The list shall be given to the steward having authority to post notices on the Union bulletin board.

4.04 - Shift Vacancies

All shift vacancies will be subject to bidding and shall be posted for bids. However, the Union recognizes that there may from time to time exist because of inexperienced employees a need to place a more experienced employee with an inexperienced employee. In awarding bids, the Employer will consider the following:

- (1) If an employee is bidding within his or her same classification within the division, only seniority will be considered.
- (2) If an employee is bidding into another classification within his or her division or into another division, the Employer will consider qualifications and seniority.
- (3) Shift vacancies will be open to bidding by employees within the same subclassification and if there are no bids, then it will be opened up to employees in other divisions and other subclassifications. For the purposes of this section only, jailers and dispatchers are considered separate subclassifications.

All vacancies shall be bid by full-time employees in all classifications before being bid to part-time employees. The same bidding procedures for full-time employees shall be applied to bidding for part-time employees.

- (4) Should the communications center be physically separated from the jail or a joint communications center (combining the County communications center with the communications center in Mason City or Clear Lake) be implemented, then the following bidding provisions will apply in the jail only in order to comply with the state regulations concerning a gender balance in the jail:
 - (a) Female jailers shall have the opportunity to bid first, by seniority, on the required female jailer positions on each shift.
 - (b) When the required female jailer positions are filled, the remaining female jailers will bid with the male jailers for all remaining open shifts on a seniority basis only.

Notification of shift vacancies shall be given to the steward having authority to post notices on the Union bulletin board for posting. The notification shall be posted for a minimum of ninety-six (96) hours (Sundays and holidays included) before the shift position is filled. A copy of the notification shall be sent, by regular mail, to the Union.

Any employee bidding a shift vacancy shall have a trial period of up to thirty (30) days. If, during said period the employee wants to return to his/her former shift, he/she may do so. If the Employer decides the employee is unqualified for the new shift or position for any reasons, the Employer has up to thirty (30) days to return the employee to their original position. When an employee bids a different or position shift and returns to his/her former shift within thirty (30) days, he/she may not thereafter bid to that shift for a period of ninety (90) days.

Probationary employees, as defined by Article 3.04 of this Agreement, are not eligible to bid into open positions.

4.05 - Temporary Assignments

The Sheriff has the exclusive right to make temporary assignments and assign part-time employees as needed. One of the factors to be considered by the Sheriff in making a temporary assignment is the seniority of the employees.

Temporary assignments shall only be made for a two (2) or more day period, with twenty-four (24) hours advance notification of the change.

When it is necessary to temporarily assign a deputy to fill a vacancy, his/her starting time shall only be changed by four (4) hours.

When it is necessary to temporarily assign a dispatcher or jailer to fill a vacancy, part-time employees shall be used when possible.

ARTICLE 5: DEFINITION OF WORKWEEK AND HOURS OF WORK

5.01 - Definition of Workweek and Hours of Work

Work schedules are defined as an employee's assigned hours, scheduled duty days and scheduled days off. Nothing herein shall be construed as a guarantee of the number of hours of work per day or per workweek as hereinafter defined in this Article.

5.02 - Enforcement Personnel Work Schedule and Hours of Work

Enforcement personnel shall work the following schedule by classification:

(a) PATROL CLASSIFICATION

Enforcement personnel assigned to the Patrol Classification shall work six (6) days and have three (3) days off. Hours of shift are 6:00 a.m. to 2:00 p.m.; 10:00 a.m. to 6:00 p.m.; 6:00 p.m. to 2:00 a.m. and 10:00 p.m. to 6:00 a.m.

(b) CIVIL PROCESS CLASSIFICATION

Civil Process personnel shall work five (5) days and have two (2) days off. This is a Monday through Friday. Hours of shift are 9:00 a.m. to 5:00 p.m. and 11:00 a.m. to 7:00 p.m.

All Enforcement personnel (Patrol Classification, Criminal Investigation Classification and Civil Process Classification) shall work a shift consisting of eight (8) hours. Each employee will receive a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. All Enforcement personnel shall remain available to respond to calls for assistance during break and meal periods.

5.03 - Jail Personnel Work Schedule and Hours of Work

(a) JAILER/DISPATCHER CLASSIFICATION

Jailer/Dispatcher personnel shall work six (6) days and have three (3) days off. Each shift shall consist of eight (8) hours with a five (5) minute orientation period immediately before the beginning of the employee's shift. Each Jailer/Dispatcher shall be granted a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. Jailer/Dispatchers shall remain in the Sheriff's office during all break and meal periods and shall remain available by radio in case of an emergency. The Employer agrees to provide an area for breaks and meals so that the employee may leave his/her duty station during scheduled breaks and meals. Hours of shift are 7:55 a.m. to 4:00 p.m.; 3:55 p.m. to 12:00 p.m.; 11:55 p.m. to 8:00 a.m. Employees shall be paid for eight (8) hours of work and it is understood that the hourly rate takes into consideration five (5) minute early reporting time.

(b) **WARRANT CLERK CLASSIFICATION**

The Warrant Clerk Classification shall work five (5) days and have two (2) days off. Each shift shall consist of eight (8) hours. The employee shall be granted a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. Warrant Clerks shall remain in the Sheriff's office during all break and meal periods and shall remain available by radio in case of emergency. This is a Monday through Friday workweek. Hours of shift are 8:00 a.m. to 4:00 p.m.

(c) **COURT OFFICER CLASSIFICATION**

Court Officer personnel shall work five (5) days and have two (2) days off. Each shift shall consist of eight (8) hours with a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. Court Officers shall remain in the Sheriff's office during all break and meal periods and shall remain available by radio in case of emergency. The workweek shall be Monday through Friday. Hours of shift are 8:00 a.m. to 4:00 p.m.

(d) **LEAD DISPATCHER CLASSIFICATION**

Lead Dispatcher shall work five (5) days and have two (2) days off. Each shift shall consist of eight (8) hours with a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. Lead Dispatchers shall remain in the Sheriff's office during all break and meal periods and shall remain available by radio in case of emergency. The workweek shall be Monday through Friday. Hours of shift are 8:00 a.m. to 4:00 p.m.

(e) **LEAD JAILER CLASSIFICATION**

The three (3) Lead Jailers shall work six (6) days and have a three (3) days off. Each shift shall consist of eight (8) hours with a ten (10) minute coffee break for each four (4) hours worked and shall be granted a thirty (30) minute paid meal break. Lead Jailers shall remain in the Sheriff's office during all break and meal periods and shall remain available by radio in case of emergency. One Lead Jailer will work all six (6) days 8:00 a.m. to 4:00 p.m., one Lead Jailer will work all six (6) days 4:00

p.m. to 12:00 a.m., one Lead Jailer will work three (3) days 8:00 a.m. to 4:00 p.m. and three (3) days 4:00 p.m. to 12:00 a.m. Hours of shift will be granted by seniority of the three Lead Jailers.

5.04 - Clerical Personnel Work Schedule and Hours of Work

Clerical personnel shall work five (5) days and have two (2) days off. Each shift shall consist of eight (8) hours. Each employee shall be granted a ten (10) minute coffee break for each four (4) hours worked and a thirty (30) minute paid meal break. This is a Monday through Friday workweek. Hours of shift are 8:00 a.m. to 4:00 p.m. Clerical personnel shall remain available during break and meal periods.

5.05 - Training and Departmental Meetings

The Union recognizes that employees of the Jail and Enforcement divisions on a 6/3 schedule will work 1,944 hours per year which is less than the standard 2,080 hours per year. Therefore, the Employer shall require that each employee attend a minimum of forty (40) hours of in-service training, other training, and departmental meetings approved by the Employer.

ARTICLE 6: WAGES AND FRINGE BENEFITS

6.01 - Wages

Effective July 1, 2005, and continuing through June 30, 2010, all employees covered by the terms of this Agreement will be compensated in accordance with Appendix "A." An employee's wages shall be figured from the date they were assigned to the division in which he/she is currently employed. For example, an employee who started working in the Jail Personnel Division five years ago, but transferred to the Enforcement Personnel Division three years ago, would be paid at the Step 4 rate for Enforcement Personnel.

6.02 - Overtime

Employees will be compensated for overtime at the rate of one and one-half (1½) times their regular rate of pay for all hours worked in excess of their workweek as hereinbefore defined. Compensation received by employees pursuant to the provisions of 6.04 of this Agreement will not be considered overtime pay for the purpose of the Article. Overtime is awarded by seniority by classification for full-time employees except if an employee is held over or called in early under Article 6.03, seniority does not apply. In addition, if an employee has special training or experience in connection with investigating a particular matter that requires overtime, seniority shall not apply. Seniority shall be considered when selecting an employee for special training.

6.03 - Call Time

Any employee called to work other than their regular shift shall be guaranteed two (2) hours pay at one and one-half (1½) times their regular straight time rate. An employee called to start his/her shift early or that is held over shall be exempted from this two (2) hour guarantee and shall receive compensation for hours actually worked at one and one-half (1½) times their regular straight time rate.

6.04 - Jury and Witness Compensation

The Employer agrees to pay all regular employees, including part-time employees, serving on any jury the difference between the individual employee's regular wages and the compensation received as a juror while in such service. If the employee is discharged from jury duty before the employee's scheduled workday ends, he/she must report immediately to the Employer for assignment or relief from duty.

Any employee required to appear at any court hearing arising as a result of his/her employment with the Employer, shall be paid a minimum of two (2) hours pay at time and one-half their regular straight time rate if the employee appears in court during off duty time. If the employee is required to remain in court for a period longer than the above two (2) hour minimum, the employee shall be compensated for the time actually spent in court at one and one-half (1½) times their regular straight time rate. If the employee is notified by 5:00 p.m. on the preceding day that the court hearing will not be held the following day, the employee will not be entitled to the benefit of the provisions of this paragraph. If the Employer makes a reasonable attempt to contact the employee concerning the cancellation by 5:00 p.m. the preceding day and is unable to reach the employee, the Employer shall not be responsible for the two (2) hours' pay.

The employee agrees to collect all applicable witness fees that the employee is entitled to receive. The witness fees shall then be turned over to the Employer. Said funds shall then ultimately be deposited in the General Fund. Failure of the employee to apply for witness fee available shall result in the amount of the witness fee that would have been received being deducted from the employee's applicable pay under the provisions of this section.

6.05 - (a) Holidays

All employees shall receive their regular rate of pay (regular rate of pay is hereby defined as eight (8) hours times applicable hourly rate as shown on Appendix "A" for FY 2005-06, FY 2006-07, FY 2007-08, FY 2008-09, and FY 2009-10 for the following eleven (11) holidays:

- (1) Independence Day
- (2) Labor Day
- (3) Veteran's Day
- (4) Thanksgiving Day
- (5) Christmas Day
- (6) New Year's Day
- (7) President's Day
- (8) Good Friday
- (9) Memorial Day
- (10) Two (2) other floating holidays mutually agreed upon which may be used in four (4) hour increments.

Front office employees, and those employees that are scheduled to work a 5/2 shift (i.e., Civil Process, Lead Dispatcher, Warrant Clerk, and Court Officer Classifications) shall observe the following holidays:

- (1) Independence Day
- (2) Labor Day
- (3) Thanksgiving Day
- (4) Day after Thanksgiving
- (5) Christmas Eve
- (6) Christmas Day
- (7) New Year's Day
- (8) President's Day
- (9) Good Friday
- (10) Memorial Day
- (11) One (1) other floating holiday mutually agreed upon which may be used in four (4) hour increments.

In all of the divisions, if any, of the holidays, except the floating holiday, falls on the employee's day off, during the employee's vacation, or the employee is required to work a holiday, the employee has the option of taking additional pay or another day off as hereinafter provided. Employees shall be limited to five (5) pick days per employee per year.

Employees electing additional pay for a holiday in lieu of taking another day off shall be paid time and one-half their regular straight time rate for all hours worked on the holiday in addition to their regular rate of pay. For an employee to receive holiday pay, the employee's shift must commence on the holiday.

Employees electing additional pay as hereinbefore provided in lieu of a day off will receive compensation at the employee's regular rate of pay.

Pick days must have prior approval of Sheriff or his/her designee. If a pick day is taken on another holiday, the employee does not get another pick day for that day. Any employee must give a minimum of twenty-four (24) hours' notice of their intention to take another day off, if possible.

Any pick days earned by December 31 under the above provisions must be taken by the following July 1 or they are forfeited.

(b) Forfeiture of Holiday Pay

Any employee shall forfeit the holiday pay if he or she fails to work the last scheduled workday prior to the holiday and the first scheduled workday after the holiday unless absence from work is due to illness, accidental injury or authorized leave by the Employer.

6.06 - Vacations

All full-time employees shall receive vacation with pay on the following basis:

After six (6) months of service	-----	two (2) days
After one (1) year of service	-----	eight (8) days
After two (2) years of service	-----	two (2) weeks
After five (5) years of service	-----	three (3) weeks
After ten (10) years of service	-----	four (4) weeks

Years of service shall be figured from an employee's original date of hire (part-time/full-time).

The Sheriff, or his/her designee, shall post during the first week of January of each calendar year a vacation schedule for each division within the bargaining unit. Employees may sign up for their vacation in accordance with their division seniority. After March 31 of each year, any vacation period not utilized will be granted to employees in the order in which the vacation is requested.

The Sheriff reserves the right to limit the number of employees per division on vacation, however, a minimum of one (1) employee per division, shall be allowed to be on vacation at any one time, except in cases of extreme emergency.

Vacation time may be taken in increments of four (4) hours with prior approval from the Sheriff or his/her designee, which shall not be unreasonably withheld. In all cases, the employee shall have up to twelve (12) months to use any vacation awarded. If the employee does not use the vacation awarded within a twelve (12) month period, only twenty-four (24)

hours of it may transfer forward to the next award year. Alternatively, an employee may, by making a written request to the Sheriff or his/her designee no less than fourteen (14) days prior to their anniversary date, exchange up to five (5) days of vacation for the straight-pay cash equivalent, which will be treated as additional income. If an employee chooses this option, he/she shall not be allowed to carry over any vacation into the next award year.

For the purpose of this section, the term "one (1) week" is considered to be five (5) working days. Employees who use one (1) full week of vacation shall use one (1) pick day for the sixth day.

Part-time employees that have been employed one (1) year or more and have averaged twenty-five (25) hours per week during the previous year (computed using employee's original date of hire) will receive twenty-five (25) hours of vacation per year.

6.07 - Leave of Absence

Any employee desiring leave of absence from his/her employment shall secure written permission from the Employer, copy of same furnished the Union, prior to starting leave of absence. The maximum leave of absence shall be for thirty (30) days and may be extended for a like period with the written consent of the Employer and the Union. Failure to comply with this provision shall result in the complete loss of seniority rights of the employees involved.

Inability to work because of proven sickness or injury shall not result in the loss of seniority rights. No leave of absence shall be granted to an employee for the purpose of trying out a job with another employer.

Employees on leave of absence shall pay their own health insurance premiums and shall receive no holiday pay.

6.08 - Sick Leave

Each member of the bargaining unit shall accrue sick leave at the rate of one and one-half (1½) day for every month worked. The maximum accrual shall be ninety (90) days. Any employee that has accumulated the maximum of ninety (90) days as of the first day of a contract year and does not use any sick leave during the contract year will be allowed to accumulate an additional five (5) days of sick leave. Employees will be allowed to do this each succeeding year until a maximum of one hundred twenty (120) days has been accumulated. When a maximum of one hundred twenty (120) days has been accumulated, employees will not be allowed to accumulate beyond the maximum accrual of one hundred twenty (120) days. Sick leave will not accrue after thirty (30) calendar days if an employee has used only sick leave or unpaid leave during that period.

Sick leave shall be used only in the event of the employee's own illness or injury. However, up to five (5) days of sick leave may be used each year (based on contract year) to care for an injured or ill immediate family member. For the purposes of this section, an immediate family member is defined as spouse, child, stepchild, parent, and stepparent.

In the event that an employee uses four (4) days in a contract year, the employee may be required to furnish a doctor's certificate for every sick day thereafter verifying the illness claimed, except for absences covered under the FMLA. This doctor's certificate shall be furnished at the expense of the employee.

6.09 - Cleaning and Clothing Allowance

The Employer agrees to provide and maintain all uniforms or clothing that an employee is required to wear during employment. The cleaning of said uniform or clothing shall be provided by the Employer except for wash and wear items of clothing or wash and wear uniforms.

6.10 - Part-Time Employees

Part-time employees are defined as those employees working less than thirty-two (32) hours per week. Part-time employees shall be compensated to the rates of pay as set out in Appendix "A."

Part-time employees shall not be eligible for any of the benefits under this contract unless specifically noted in this paragraph. The Employer will fund on a pro rata basis the single rate for each employee whose average hours worked are computed to be less than thirty-two (32) hours per week but over twenty-four (24) hours per week. The employee whose average hours worked are to be less than twenty-four (24) hours per week may purchase single coverage from Cerro Gordo County at the rate specified in Article 11. At the end of each quarter of the fiscal year, the Employer shall determine the average hours each employee has worked per day during the last quarter. Part-time employees shall also be eligible for a cleaning and clothing allowance. Part-time employees who work on a scheduled holiday shall be paid one and one-half (1½) times their regular rate of pay for all hours worked.

ARTICLE 7: HEALTH AND SAFETY

7.01 - Safety Equipment

The Employer agrees to furnish and maintain all safety equipment in accordance with present policies and procedures.

7.02 - Motor Vehicle Equipment

Employees shall not be required to operate any vehicle that does not comply with applicable federal or state laws.

The Employer reserves the right to add to or reduce the number of motor vehicles in the Sheriff's Department fleet.

7.03 - Damage to Personal Items

The Employer agrees to reimburse bargaining unit employees for damage to personal items that are damaged while performing their job responsibilities. Only damage to personal items authorized by the Sheriff for use on duty shall be reimbursed. Personal items authorized by the Sheriff are eyeglasses, underwear, wrist watches and clothing for civilian employees. The definition of currently authorized personal items can be changed according to the police procedures as established by the Sheriff.

ARTICLE 8: CHECK-OFF

8.01 - Check-Off

The Employer agrees to deduct from the pay of all employees covered by this Agreement, dues, initiation fees and/or assessments of the Local Union having jurisdiction over such employees and agrees to remit to said Local Union all such deductions. Where laws require written authorization by the employee, the same is to be furnished in the form required.

The Union agrees to hold the Employer harmless from any liability incurred by the deduction of Union dues, or initiation fees from the wages of any employee in the bargaining unit as provided by this section.

ARTICLE 9: FUNERAL LEAVE

The purpose of this policy is to establish a uniform means by which employees will be granted time off from work to attend the funeral of close relatives.

The policy of the Cerro Gordo County Sheriff's Department is to allow a period of mourning and an opportunity to conduct associated personal business when an employee experiences a death in the immediate family.

In case of the death of a person in the employee's immediate family, the employee may be allowed time off with pay not to exceed four (4) days. Immediate family shall be defined as in Article 6.08 of this Agreement. In case of the death of an employee's brothers, sisters, grandmothers, grandfathers, grandchild, mother-in-law, father-in-law, brother-in-law, and sister-in-law, the employee may be allowed time off with pay

not to exceed three (3) days. Additional paid funeral leave days may be authorized by the Employer upon need. Any other time will be deducted from the employee's vacation leave. Funeral leave taken under this paragraph shall be taken consecutively inclusive of regular days off, for which an employee shall not receive funeral leave pay.

In cases where the death involves a relative of the employee or employee's spouse not outlined above, the employee will be allowed to take one (1) day funeral leave to attend the funeral.

Employees may be granted unpaid leave not to exceed four (4) hours for the purposes of attending the funeral of anyone outside the employee's immediate family. The Employer may extend the time off for one (1) additional day's pay in the discretion of the Employer.

ARTICLE 10: MISCELLANEOUS

10.01 - Work Rules

The Employer agrees to establish reasonable work rules and such rules shall be applied uniformly. These work rules shall not conflict with any of the provisions of this Agreement.

10.02 - Annual Performance Evaluation

The Sheriff, or his/her designee, agrees to conduct an annual performance evaluation with every employee. Such evaluation shall fairly and accurately cover the duties and responsibilities for each employee. The employee will be provided with a copy of the evaluation used, and the Employer agrees to discuss with the employee any items contained in said evaluation. The employee shall have the right to add pertinent information or brief comments to any evaluation and to have such comments or information attached to such evaluation.

10.03 - Bonds

The Employer agrees that at any time an employee is required to post a bond, as a result of his or her employment, the premium shall be paid by the Employer. If an employee is found not to be bondable by the bonding company, he/she shall be released from employment immediately. Said employees released from employment by the Employer shall not be subject to the grievance procedure.

10.04 - Separability and Savings Clause

If any article or section of this contract or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be retained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the applications of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any article or section is held invalid or enforcement or compliance with which has been restrained, as set forth above, the parties affected thereby, shall enter into immediate collective bargaining negotiations, upon the request of either the Employer or the Union, for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted any legal recourse in support of its demands notwithstanding any provision of this contract to the contrary.

10.05 - Nondiscrimination

The Employer and the Union agree not to discriminate against any individual's race, color, religion, sex or national origin, nor will they limit, segregate, or classify employees in any way to deprive any individual employee of employment opportunities because of his/her race, color, religion, sex or national origin.

10.06 - Termination of Employment

Vacation time earned prior to termination of employment will be paid at the prevailing wage of the employee. Accumulated vacation awarded and unused will be added to vacation earned in the current year on a prorated basis to the date of termination. Any employee with less than one (1) full year of tenure will qualify for vacation or vacation pay only for vacation leave already awarded.

10.07 - Use of Personal Vehicle for Employer Business

Employees required to use their personal vehicle for Employer business will be reimbursed for mileage at the maximum rate allowed by the Internal Revenue Service.

ARTICLE 11: INSURANCE

11.01 - Health Insurance:

The Employer will make available to each employee a choice of two (2) health insurance policies with the following benefits:

Plan #1: Alliance Select 500

Deductibles: \$500.00 Single; \$1,000.00 Family
80/20 at participating doctors and hospitals
70/30 at non-participating doctors and hospitals
Lifetime maximum: \$2,000,000.00
Out-of-pocket maximum: \$1,500.00 Single
\$2,500.00 Family
Cost: Single \$425.00 per month
Family \$625.00 per month

Plan #2: Classic Blue 1000

Deductibles: \$1,000.00 Single; \$2,000.00 Family
Coinsurance: 80/20
Lifetime maximum: \$2,000,000.00
Out-of-pocket maximum: \$2,500.00 Single
\$4,500.00 Family
Cost: Single \$300.00 per month
Family \$525.00 per month

The Employer will fund the entire cost of \$425.00 for single coverage of Plan #1 for each full-time employee. Employees desiring to choose one of the other plans, or family coverage, may so apply the following chart of costs. Basic premium costs will not be negotiable, but will be guaranteed for five (5) years.

Chart of insurance cost per month:

	<u>Single</u>	<u>Family</u>
Plan #1	\$ 00.00	\$100.00
Plan #2	-\$125.00*	\$ 00.00

* Credit amounts may be applied to other Flexible Benefits per Article 12.

Once a year employees may switch from one coverage to another without any health questions for anyone currently covered by one of these plans. Eligible employees are required to carry at least single coverage of one of the above plans.

The Employer may change carriers of any insurance coverage at any time provided coverage shall not be reduced. The Employer will give the Union notification prior to changing insurance carriers.

11.02 - The Employer shall withhold from the employee's payroll check any payments due for insurance. All coverage shall be paid for in advance. The effective date of coverage shall be thirty (30) calendar days after the commencement of premium payments. Rate changes shall be effective on the first day of July in each year, and the Employer and the employee shall begin payment of the new rates on the first day of June in each year.

11.03 - Life Insurance

The Employer agrees to pay the premium for fifteen thousand dollars (\$15,000.00) life insurance coverage on each employee who meets standard eligibility requirements. If the carrier permits, employees may be allowed to take out additional life insurance at the employee's cost subject to the terms and conditions of the carrier. The Employer agrees to pay life insurance premiums while an employee is on worker's compensation leave.

ARTICLE 12: FLEXIBLE BENEFITS PLAN

12.01 - The Employer shall make available to each employee a "cafeteria" style fringe benefit plan offering the following benefit options:

- Health Insurance Premiums
- Medical Reimbursements
- Child Care Reimbursement
- Supplemental Term Life Insurance (as a post-tax benefit)
- Cancer Insurance
- Deferred Compensation

12.02 - The Employer shall conduct an annual enrollment procedure for all employees covered under this Agreement, and each employee shall be allowed to contribute through a payroll deduction to their individual flex benefit plan.

12.03 - The Employer shall fund for each employee a flex benefit amount equivalent to the cost of a single coverage health insurance policy, Plan #1, plus one thousand two hundred dollars (\$1,200.00) per year.

12.04 - Employees electing Plan #2 will be given a credit of the difference between the single premium for Plan #1 and the premium for the plan selected by the employee. For example, an employee selecting Plan #2 will be given a credit of \$125.00 per month (Plan #1 - single premium \$425.00 minus Plan #2 single premium \$300.00 equals \$125.00 per month or \$1,500.00 per year.) This amount will be in addition to the \$1,200.00 per year flex benefit.

12.05 - Part-Time Employees

Employees whose average hours worked, as calculated in Article 5, are thirty-two (32) hours per week or more shall receive the full Employer contribution towards flex benefits as outlined in Article 12.03. Employees whose average hours worked, as calculated in Article 5, twenty-four (24) hours per week but less than thirty-two (32) hours per week shall receive the Employer contribution outlined in Article 12.03 on a pro rata basis. Employees whose average hours worked, as calculated in Article 5, are less than twenty-four (24) hours per week shall receive no Employer contribution towards flex benefits.

ARTICLE 13: DEFINITIONS

13.01 - Employer

For the purposes of this contract, the term "Employer" shall refer to the Cerro Gordo county Board of Supervisors. All powers granted to the Board by this contract, shall be exercised by them, or such other person or persons as they designate.

THIS AGREEMENT shall be in full force and effect from July 1, 2005, and ending June 30, 2010, and shall continue in full force and effect from year to year thereafter unless written notice of desire to change is served by either party, upon the other, sixty (60) days prior to the annual expiration date.

COUNTY OF CERRO GORDO

TEAMSTERS LOCAL UNION NO. 650

By: Phillip E. Dougherty

By: Don Wheeler

"EMPLOYER"

"UNION"

CERRO GORDO COUNTY SHERIFF'S DEPARTMENT

APPENDIX "A" - WAGE SCHEDULE 2005-2010

	Hourly 7/1/04	Hourly 7/1/05 1.00%	Hourly 1/1/06 1.00%	Hourly 7/1/06 1.50%	Hourly 1/1/07 1.50%	Hourly 7/1/07 1.50%	Hourly 1/1/08 2.00%	Hourly 7/1/08 1.75%	Hourly 1/1/09 1.75%	Hourly 7/1/09 1.75%	Hourly 1/1/10 2.00%
I. ENFORCEMENT PERSONNEL											
A. Patrol Classification											
Starting Salary	\$14.78	\$14.93	\$15.08	\$15.31	\$15.54	\$15.77	\$16.09	\$16.37	\$16.66	\$16.95	\$17.29
Step 1 (after 6 months)	\$15.55	\$15.71	\$15.87	\$16.11	\$16.35	\$16.60	\$16.93	\$17.23	\$17.53	\$17.84	\$18.20
Step 2 (after 12 months)	\$16.35	\$16.51	\$16.68	\$16.93	\$17.18	\$17.44	\$17.79	\$18.10	\$18.42	\$18.74	\$19.11
Step 3 (after 24 months)	\$17.16	\$17.33	\$17.50	\$17.76	\$18.03	\$18.30	\$18.67	\$19.00	\$19.33	\$19.67	\$20.06
Step 4 (after 36 months)	\$17.97	\$18.15	\$18.33	\$18.60	\$18.88	\$19.16	\$19.54	\$19.88	\$20.23	\$20.58	\$20.99
Step 5 (after 60 months)	\$18.95	\$19.14	\$19.33	\$19.62	\$19.91	\$20.21	\$20.61	\$20.97	\$21.34	\$21.71	\$22.14
Step 6 (after 120 months)	\$19.34	\$19.53	\$19.73	\$20.03	\$20.33	\$20.63	\$21.04	\$21.41	\$21.78	\$22.16	\$22.60
Step 7 (after 180 months)	\$19.63	\$19.83	\$20.03	\$20.33	\$20.63	\$20.94	\$21.36	\$21.73	\$22.11	\$22.50	\$22.95
Step 8 (after 240 months)	\$19.92	\$20.12	\$20.32	\$20.62	\$20.93	\$21.24	\$21.66	\$22.04	\$22.43	\$22.82	\$23.28
B. Civil Process Classification											
Starting Salary	\$14.27	\$14.41	\$14.55	\$14.77	\$14.99	\$15.21	\$15.51	\$15.78	\$16.06	\$16.34	\$16.67
Step 1 (after 6 months)	\$15.05	\$15.20	\$15.35	\$15.58	\$15.81	\$16.05	\$16.37	\$16.66	\$16.95	\$17.25	\$17.60
Step 2 (after 12 months)	\$15.80	\$15.96	\$16.12	\$16.36	\$16.61	\$16.86	\$17.20	\$17.50	\$17.81	\$18.12	\$18.48
Step 3 (after 24 months)	\$16.58	\$16.75	\$16.92	\$17.17	\$17.43	\$17.69	\$18.04	\$18.36	\$18.68	\$19.01	\$19.39
Step 4 (after 36 months)	\$17.35	\$17.52	\$17.70	\$17.97	\$18.24	\$18.51	\$18.88	\$19.21	\$19.55	\$19.89	\$20.29

	Hourly 7/1/04	Hourly 7/1/05 1.00%	Hourly 1/1/06 1.00%	Hourly 7/1/06 1.50%	Hourly 1/1/07 1.50%	Hourly 7/1/07 1.50%	Hourly 1/1/08 2.00%	Hourly 7/1/08 1.75%	Hourly 1/1/09 1.75%	Hourly 7/1/09 1.75%	Hourly 1/1/10 2.00%
B. Civil Process Classification (continued)											
Step 5 (after 60 months)	\$18.27	\$18.45	\$18.63	\$18.91	\$19.19	\$19.48	\$19.87	\$20.22	\$20.57	\$20.93	\$21.35
Step 6 (after 120 months)	\$18.67	\$18.86	\$19.05	\$19.34	\$19.63	\$19.92	\$20.32	\$20.68	\$21.04	\$21.41	\$21.84
Step 7 (after 180 months)	\$18.96	\$19.15	\$19.34	\$19.63	\$19.92	\$20.22	\$20.62	\$20.98	\$21.35	\$21.72	\$22.15
Step 8 (after 240 months)	\$19.24	\$19.43	\$19.62	\$19.91	\$20.21	\$20.51	\$20.92	\$21.29	\$21.66	\$22.04	\$22.48

II. JAIL PERSONNEL

A. Jail/Dispatcher Classification

Starting Salary	\$12.45	\$12.57	\$12.70	\$12.89	\$13.08	\$13.28	\$13.55	\$13.79	\$14.03	\$14.28	\$14.57
Step 1 (after 6 months)	\$12.81	\$12.94	\$13.07	\$13.27	\$13.47	\$13.67	\$13.94	\$14.18	\$14.43	\$14.68	\$14.97
Step 2 (after 12 months)	\$13.21	\$13.34	\$13.47	\$13.67	\$13.88	\$14.09	\$14.37	\$14.62	\$14.88	\$15.14	\$15.44
Step 3 (after 24 months)	\$13.60	\$13.74	\$13.88	\$14.09	\$14.30	\$14.51	\$14.80	\$15.06	\$15.32	\$15.59	\$15.90
Step 4 (after 36 months)	\$13.98	\$14.12	\$14.26	\$14.47	\$14.69	\$14.91	\$15.21	\$15.48	\$15.75	\$16.03	\$16.35
Step 5 (after 60 months)	\$14.55	\$14.70	\$14.85	\$15.07	\$15.30	\$15.53	\$15.84	\$16.12	\$16.40	\$16.69	\$17.02
Step 6 (after 120 months)	\$14.93	\$15.08	\$15.23	\$15.46	\$15.69	\$15.93	\$16.25	\$16.53	\$16.82	\$17.11	\$17.45
Step 7 (after 180 months)	\$15.21	\$15.36	\$15.51	\$15.74	\$15.98	\$16.22	\$16.54	\$16.83	\$17.12	\$17.42	\$17.77
Step 8 (after 240 months)	\$15.50	\$15.66	\$15.82	\$16.06	\$16.30	\$16.54	\$16.87	\$17.17	\$17.47	\$17.78	\$18.14

B. Warrant Clerk Classification

Starting Salary	\$12.12	\$12.24	\$12.36	\$12.55	\$12.74	\$12.93	\$13.19	\$13.42	\$13.65	\$13.89	\$14.17
Step 1 (after 6 months)	\$12.49	\$12.61	\$12.74	\$12.93	\$13.12	\$13.32	\$13.59	\$13.83	\$14.07	\$14.32	\$14.61

	Hourly 7/1/04	Hourly 7/1/05 1.00%	Hourly 1/1/06 1.00%	Hourly 7/1/06 1.50%	Hourly 1/1/07 1.50%	Hourly 7/1/07 1.50%	Hourly 1/1/08 2.00%	Hourly 7/1/08 1.75%	Hourly 1/1/09 1.75%	Hourly 7/1/09 1.75%	Hourly 1/1/10 2.00%
B. Warrant Clerk Classification (continued)											
Step 2 (after 12 months)	\$12.84	\$12.97	\$13.10	\$13.30	\$13.50	\$13.70	\$13.97	\$14.21	\$14.46	\$14.71	\$15.00
Step 3 (after 24 months)	\$13.21	\$13.34	\$13.47	\$13.67	\$13.88	\$14.09	\$14.37	\$14.62	\$14.88	\$15.14	\$15.44
Step 4 (after 36 months)	\$13.58	\$13.72	\$13.86	\$14.07	\$14.28	\$14.49	\$14.78	\$15.04	\$15.30	\$15.57	\$15.88
Step 5 (after 60 months)	\$14.13	\$14.27	\$14.41	\$14.63	\$14.85	\$15.07	\$15.37	\$15.64	\$15.91	\$16.19	\$16.51
Step 6 (after 120 months)	\$14.50	\$14.65	\$14.80	\$15.02	\$15.25	\$15.48	\$15.79	\$16.07	\$16.35	\$16.64	\$16.97
Step 7 (after 180 months)	\$14.79	\$14.94	\$15.09	\$15.32	\$15.55	\$15.78	\$16.10	\$16.38	\$16.67	\$16.96	\$17.30
Step 8 (after 240 months)	\$15.07	\$15.22	\$15.37	\$15.60	\$15.83	\$16.07	\$16.39	\$16.68	\$16.97	\$17.27	\$17.62
C. Court Officer Classification											
Starting Salary	\$12.12	\$12.24	\$12.36	\$12.55	\$12.74	\$12.93	\$13.19	\$13.42	\$13.65	\$13.89	\$14.17
Step 1 (after 6 months)	\$12.49	\$12.61	\$12.74	\$12.93	\$13.12	\$13.32	\$13.59	\$13.83	\$14.07	\$14.32	\$14.61
Step 2 (after 12 months)	\$12.84	\$12.97	\$13.10	\$13.30	\$13.50	\$13.70	\$13.97	\$14.21	\$14.46	\$14.71	\$15.00
Step 3 (after 24 months)	\$13.21	\$13.34	\$13.47	\$13.67	\$13.88	\$14.09	\$14.37	\$14.62	\$14.88	\$15.14	\$15.44
Step 4 (after 36 months)	\$13.58	\$13.72	\$13.86	\$14.07	\$14.28	\$14.49	\$14.78	\$15.04	\$15.30	\$15.57	\$15.88
Step 5 (after 60 months)	\$14.13	\$14.27	\$14.41	\$14.63	\$14.85	\$15.07	\$15.37	\$15.64	\$15.91	\$16.19	\$16.51
Step 6 (after 120 months)	\$14.50	\$14.65	\$14.80	\$15.02	\$15.25	\$15.48	\$15.79	\$16.07	\$16.35	\$16.64	\$16.97
Step 7 (after 180 months)	\$14.79	\$14.94	\$15.09	\$15.32	\$15.55	\$15.78	\$16.10	\$16.38	\$16.67	\$16.96	\$17.30
Step 8 (after 240 months)	\$15.07	\$15.22	\$15.37	\$15.60	\$15.83	\$16.07	\$16.39	\$16.68	\$16.97	\$17.27	\$17.62

	Hourly 7/1/04	Hourly 7/1/05 1.00%	Hourly 1/1/06 1.00%	Hourly 7/1/06 1.50%	Hourly 1/1/07 1.50%	Hourly 7/1/07 1.50%	Hourly 1/1/08 2.00%	Hourly 7/1/08 1.75%	Hourly 1/1/09 1.75%	Hourly 7/1/09 1.75%	Hourly 1/1/10 2.00%
D. Lead Dispatcher/Jailer Classification											
Starting Salary	\$15.54	\$15.70	\$15.86	\$16.10	\$16.34	\$16.59	\$16.92	\$17.22	\$17.52	\$17.83	\$18.19
Step 1 (after 60 months)	\$15.74	\$15.90	\$16.06	\$16.30	\$16.54	\$16.79	\$17.13	\$17.43	\$17.74	\$18.05	\$18.41
Step 2 (after 120 months)	\$16.11	\$16.27	\$16.43	\$16.68	\$16.93	\$17.18	\$17.52	\$17.83	\$18.14	\$18.46	\$18.83
Step 3 (after 180 months)	\$16.40	\$16.56	\$16.73	\$16.98	\$17.23	\$17.49	\$17.84	\$18.15	\$18.47	\$18.79	\$19.17
Step 4 (after 240 months)	\$16.68	\$16.85	\$17.02	\$17.28	\$17.54	\$17.80	\$18.16	\$18.48	\$18.80	\$19.13	\$19.51

III. CLERICAL PERSONNEL

Starting Salary	\$10.56	\$10.67	\$10.78	\$10.94	\$11.10	\$11.27	\$11.50	\$11.70	\$11.90	\$12.11	\$12.35
Step 1 (after 6 months)	\$10.96	\$11.07	\$11.18	\$11.35	\$11.52	\$11.69	\$11.92	\$12.13	\$12.34	\$12.56	\$12.81
Step 2 (after 12 months)	\$11.53	\$11.65	\$11.77	\$11.95	\$12.13	\$12.31	\$12.56	\$12.78	\$13.00	\$13.23	\$13.49
Step 3 (after 24 months)	\$12.04	\$12.16	\$12.28	\$12.46	\$12.65	\$12.84	\$13.10	\$13.33	\$13.56	\$13.80	\$14.08
Step 4 (after 36 months)	\$12.80	\$12.93	\$13.06	\$13.26	\$13.46	\$13.66	\$13.93	\$14.17	\$14.42	\$14.67	\$14.96
Step 5 (after 60 months)	\$13.44	\$13.57	\$13.71	\$13.92	\$14.13	\$14.34	\$14.63	\$14.89	\$15.15	\$15.42	\$15.73
Step 6 (after 120 months)	\$13.82	\$13.96	\$14.10	\$14.31	\$14.52	\$14.74	\$15.03	\$15.29	\$15.56	\$15.83	\$16.15
Step 7 (after 180 months)	\$14.10	\$14.24	\$14.38	\$14.60	\$14.82	\$15.04	\$15.34	\$15.61	\$15.88	\$16.16	\$16.48
Step 8 (after 240 months)	\$14.39	\$14.53	\$14.68	\$14.90	\$15.12	\$15.35	\$15.66	\$15.93	\$16.21	\$16.49	\$16.82

IV. PART-TIME PERSONNEL

Part-time employees shall be compensated at the starting salary rate for the division to which they are assigned.